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FEDERAL BUREAU OF INVESTIGATION

FEB 14 2 57 PM '71

REGISTRATION SECTION

Budget Bureau No. 43-R210.6
Approval Expires Oct. 31, 1971

UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D.C. 20530

SUPPLEMENTAL STATEMENT

Pursuant to Section 2 of the Foreign Agents
Registration Act of 1938, as Amended

For Six Month Period Ending DEC 25 1970
(Insert date)

Name of Registrant

Japan Trade Center

Registration No.

1643

Business Address of Registrant

393 Fifth Avenue
New York, N.Y. 10016

I - REGISTRANT

1. Has there been a change in the information previously furnished in connection with the following:

(a) If an individual:

(1) Residence address	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(2) Citizenship	Yes <input type="checkbox"/>	No <input type="checkbox"/>
(3) Occupation	Yes <input type="checkbox"/>	No <input type="checkbox"/>

(b) If an organization:

(1) Name	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(2) Ownership or control	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
(3) Branch offices	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

2. Explain fully all changes, if any, indicated in Item 1.

IF THE REGISTRANT IS AN INDIVIDUAL, OMIT RESPONSE TO ITEMS 3, 4, and 5.

3. Have any persons ceased acting as partners, officers, directors or similar officials of the registrant during this 6 month reporting period? Yes ☒ No ☐

If yes, furnish the following information:

Name	Position	Date Connection Ended
Toshihiko Nagao	Staff Member	July 19, 1970
Satoshi Yukawa	Staff Member	Nov. 30, 1970

4. Have any persons become partners, officers, directors or similar officials during this 6 month reporting period?
Yes ☒ No ☐

If yes, furnish the following information:

Name	Residence Address	Citizenship	Position	Date Assumed
Ryosuke Ryosuke Tsuji	104-60 Queens Blvd. Forest Hills, N.Y. 11375	Japan	Director	7/4/70
Yasuhiro Mizuguchi	43-70 Kissena Blvd. Flushing, N.Y. 11355	Japan	Director	11/16/70

5. Has any person named in Item 4 rendered services directly in furtherance of the interests of any foreign principal? Yes ☒ No ☐

If yes, identify each such person and describe his services.

Ryosuke

~~Ryosuke~~ Tsuji, in charge of trade research

Yasuhiro Mizuguchi, in charge of trade research

6. Have any employees or individuals other than officials, who have filed a short form registration statement, terminated their employment or connection with the registrant during this 6 month reporting period?
Yes ☒ No ☐

If yes, furnish the following information:

Name	Position or connection	Date terminated
Ayae Hashimoto	Secretary	6/15/70
Makoto Hanaoka	Clerk	7/31/70
Reiko Yanase	Secretary	8/9/70
Carolyn Matsuura	Secretary	11/27/70

7. During this 6 month reporting period, have any persons been hired as employees or in any other capacity by the registrant who rendered services to the registrant directly in furtherance of the interests of any foreign principal in other than a clerical or secretarial, or in a related or similar capacity?
Yes ☐ No ☒

If yes, furnish the following information:

Name	Residence Address	Position or connection	Date connection began
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II - FOREIGN PRINCIPAL

8. Has your connection with any foreign principal ended during this 6 month reporting period?

Yes ☐ No ☒

If yes, furnish the following information:

Name of foreign principal

Date of Termination

-
9. Have you acquired any new foreign principal¹ during this 6 month reporting period? Yes ☐ No ☒

If yes, furnish following information:

Name and address of foreign principal

Date acquired

-
10. In addition to those named in Items 8 and 9, if any, list the foreign principals¹ whom you continued to represent during the 6 month reporting period.

Japan External Trade Organization (JETRO)
2 Akasaka-Aoicho, Minato-Ku, Tokyo, Japan

III - ACTIVITIES

11. During this 6 month reporting period, have you engaged in any activities for or rendered any services to any foreign principal named in Items 8, 9 and 10 of this statement? Yes ☒ No ☐

If yes, identify each such foreign principal and describe in full detail your activities and services:

Japan External Trade Organization
(JETRO)

2 Akasaka-Aoicho, Minato-Ku
Tokyo, Japan

To conduct research in matters concerning foreign trade, between Japan and the United States, and publicizing the results thereof (including matters concerning industrial design); to disseminate information of Japanese industries and merchandise for the promotion of trade; issuance and distribution of publications on foreign trade; to conduct and participate or assist in trade exhibitions, shows, fairs, and the like.

See Schedule I for list of displays put on by Japan Trade Center DURING this six-month reporting period.

¹ The term "foreign principal" includes, in addition to those defined in section 1(b) of the Act, an individual or organization any of whose activities are directly or indirectly supervised, directed, controlled, financed, or subsidized in whole or in major part by a foreign government, foreign political party, foreign organization or foreign individual. (See Rule 100(a)(9)).

A registrant who represents more than one foreign principal is required to list in the statements he files under the Act only those foreign principals for whom he is not entitled to claim exemption under Section 3 of the Act. (See Rule 208.)

12. During this 6 month reporting period, have you on behalf of any foreign principal engaged in political activity² as defined below?

Yes ☐ No ☒

If yes, identify each such foreign principal and describe in full detail all such political activity, indicating, among other things, the relations, interests and policies sought to be influenced and the means employed to achieve this purpose. If the registrant arranged, sponsored or delivered speeches, lectures or radio and TV broadcasts, give details as to dates, places of delivery, names of speakers and subject matter.

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13. In addition to the above described activities, if any, have you engaged in activity on your own behalf which benefits any or all of your foreign principals?

Yes ☐ No ☒

If yes, describe fully.

² The term "political activities" means the dissemination of political propaganda and any other activity which the person engaging therein believes will, or which he intends to, prevail upon, indoctrinate, convert, induce, persuade, or in any other way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting, or changing the domestic or foreign policies of the United States or with reference to the political or public interests, policies, or relations of a government of a foreign country or a foreign political party.

IV - FINANCIAL INFORMATION

14. (a) RECEIPTS - MONIES

During this 6 month reporting period, have you received from any foreign principal named in Items 8, 9 and 10 of this statement, or from any other source, for or in the interests of any such foreign principal, any contributions, income or money either as compensation or otherwise?

Yes ☒ No ☐

If yes, set forth below in the required detail and separately for each foreign principal an account of such monies.³

<i>Date</i>	<i>From Whom</i>	<i>Purpose</i>	<i>Amount</i>
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See Schedule II

\$ 360,426.97
Total

14. (b) RECEIPTS - THINGS OF VALUE

During this 6 month reporting period, have you received any thing of value⁴ other than money from any foreign principal named in Items 8, 9 and 10 of this statement, or from any other source, for or in the interests of any such foreign principal?

Yes ☐ No ☒

If yes, furnish the following information:

<i>Name of foreign principal</i>	<i>Date Received</i>	<i>Description of thing of value</i>	<i>Purpose</i>
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³ A registrant is required to file an Exhibit D if he collects or receives contributions, loans, money, or other things of value for a foreign principal, as part of a fund raising campaign. See Rule 201(e).

⁴ Things of value include but are not limited to gifts, interest free loans, expense free travel, favored stock purchases, exclusive rights, favored treatment over competitors, "kickbacks," and the like.

15. (a) DISBURSEMENTS - MONIES

During this 6 month reporting period, have you

(1) disbursed or expended monies in connection with activity on behalf of any foreign principal named in Items 8, 9 and 10 of this statement? Yes ☒ No ☐

(2) transmitted monies to any such foreign principal? Yes ☐ No ☒

If yes, set forth below in the required detail and separately for each foreign principal an account of such monies, including monies transmitted, if any, to each foreign principal.

<i>Date</i>	<i>To Whom</i>	<i>Purpose</i>	<i>Amount</i>
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See Schedule III

Total \$ 518,486.74

15. (b) DISBURSEMENTS - THINGS OF VALUE

During this 6 month reporting period, have you disposed of anything of value⁵ other than money in furtherance of or in connection with activities on behalf of any foreign principal named in items 8, 9 and 10 of this statement?

Yes ☐ No ☒

If yes, furnish the following information:

Date disposed	Name of person to whom given	On behalf of what foreign principal	Description of thing of value	Purpose
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(c) DISBURSEMENTS - POLITICAL CONTRIBUTIONS

During this 6 month reporting period, have you from your own funds and on your own behalf either directly or through any other person, made any contributions of money or other things of value⁵ in connection with an election to any political office, or in connection with any primary election, convention, or caucus held to select candidates for political office? Yes ☐ No ☒

If yes, furnish the following information:

Date	Amount or thing of value	Name of political organization	Name of candidate
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NOTE Re: Section V - Political Propaganda Below.

While Registrant believes that "Political Propaganda" is not disseminated by it, the following information is given with reference to such area, which according to the Department of Justice's ruling of June 9, 1969, is determined as coming within the definition of "Political Propaganda".

V - POLITICAL PROPAGANDA
See Note above

(Section 1(j) of the Act defines "political propaganda" as including any oral, visual, graphic, written, pictorial, or other communication or expression by any person (1) which is reasonably adapted to, or which the person disseminating the same believes will, or which he intends to, prevail upon, indoctrinate, convert, induce, or in any other way influence a recipient or any section of the public within the United States with reference to the political or public interests, policies, or relations of a government of a foreign country or a foreign political party or with reference to the foreign policies of the United States or promote in the United States racial, religious, or social dissensions, or (2) which advocates, advises, instigates, or promotes any racial, social, political, or religious disorder, civil riot, or other conflict involving the use of force or violence in any other American republic or the overthrow of any government or political subdivision of any other American republic by any means involving the use of force or violence.)

16. During this 6 month reporting period, did you prepare, disseminate or cause to be disseminated any political propaganda as defined above? Yes ☒ No ☐

IF YES, RESPOND TO THE REMAINING ITEMS IN THIS SECTION V.

17. Identify each such foreign principal.

Japan External Trade Organization
(J E T R O)
2 Akasaka- Aoicho, Minato-Ku, Tokyo, Japan

⁵ Things of value include but are not limited to gifts, interest free loans, expense free travel, favored stock purchases, exclusive rights, favored treatment over competitors, "kickbacks," and the like.

18. During this 6 month reporting period, has any foreign principal established a budget or allocated a specified sum of money to finance your activities in preparing or disseminating political propaganda?

Yes ☒ No ☐

If yes, identify each such foreign principal, specify amount, and indicate for what period of time.

Japan External Trade Organization
for the six months ended December 25, 1970 --- \$ 46,369.92

19. During this 6 month reporting period, did your activities in preparing, disseminating or causing the dissemination of political propaganda include the use of any of the following:

☒ Radio or TV broadcasts ☐ Magazine or newspaper articles ☒ Motion picture films ☐ Letters or telegrams
☒ Advertising campaigns ☒ Press releases ☐ Pamphlets or other publications ☐ Lectures or speeches

☐ Other (specify) _____

20. During this 6 month reporting period, did you disseminate or cause to be disseminated political propaganda among any of the following groups:

☐ Public Officials ☒ Newspapers ☒ Libraries
☐ Legislators ☒ Editors ☒ Educational institutions
☐ Government agencies ☒ Civic groups or associations ☐ Nationality groups

☐ Other (specify) _____

21. What language was used in this political propaganda:

☒ English ☐ Other (specify) _____

22. Did you file with the Registration Section, Department of Justice, two copies of each item of political propaganda material disseminated or caused to be disseminated during this 6 month reporting period?

Yes ☒ No ☐ **Through Ruder & Finn --- Reg. # 1481**

23. Did you label each item of such political propaganda material with the statement required by Section 4(b) of the Act? Yes ☒ No ☐ **Through Ruder & Finn --- Reg. # 1481**

24. Did you file with the Registration Section, Department of Justice, a Dissemination Report for each item of such political propaganda material as required by Rule 401 under the Act?

Yes ☒ No ☐ **Through Ruder & Finn --- Reg. # 1481**

VI - EXHIBITS AND ATTACHMENTS

25. EXHIBITS A AND B

- (a) Have you filed for each of the newly acquired foreign principals in Item 9 the following:

Exhibit A⁶ Yes ☐ No ☐
Exhibit B⁷ Yes ☐ No ☐

Inapplicable

If no, please attach the required exhibit.

- (b) Have there been any changes in the Exhibits A and B previously filed for any foreign principal whom you represented during this six month period?

Yes ☐ No ☒

If yes, have you filed an amendment to these exhibits? Yes ☐ No ☐

If no, please attach the required amendment.

⁶ The Exhibit A, which is filed on Form DJ-306, sets forth the information required to be disclosed concerning each foreign principal.

⁷ The Exhibit B, which is filed on Form DJ-304, sets forth the information concerning the agreement or understanding between the registrant and the foreign principal.

26. EXHIBIT C

If you have previously filed an Exhibit C⁸, state whether any changes therein have occurred during this 6 month reporting period.

Yes ☐ No ☒

If yes, have you filed an amendment to the Exhibit C? Yes ☐ No ☐

If no, please attach the required amendment.

27. SHORT FORM REGISTRATION STATEMENT

Have short form registration statements been filed by all of the persons named in Items 5 and 7 of the supplemental statement?

Yes ☒ No ☐

If no, list names of persons who have not filed the required statement.

The undersigned swear(s) or affirm(s) that he has (they have) read the information set forth in this registration statement and the attached exhibits and that he is (they are) familiar with the contents thereof and that such contents are in their entirety true and accurate to the best of his (their) knowledge and belief, except that the undersigned make(s) no representation as to the truth or accuracy of the information contained in attached Short Form Registration Statement, if any, insofar as such information is not within his (their) personal knowledge.

(Type or print name under each signature)

(Both copies of this statement shall be signed and sworn to before a notary public or other person authorized to administer oaths by the agent, if the registrant is an individual, or by a majority of those partners, officers, directors or persons performing similar functions who are in the United States, if the registrant is an organization.)


Norio Ochi

Subscribed and sworn to before me at NEW YORK, NEW YORK

this 5th day of FEBRUARY, 19 71



(Signature of notary or other officer)

ALFRED GROTELE
Notary Public, State of New York
No. 24-6683520

Qualified in Kings County
Certificate filed in New York County
Commission Expires March 30, 1972

My commission expires _____, 19 _____

⁸ The Exhibit C, for which no printed form is provided, consists of a true copy of the charter, articles of incorporation, association, constitution, and bylaws of a registrant that is an organization. (A waiver of the requirement to file an Exhibit C may be obtained for good cause shown upon written application to the Assistant Attorney General, Internal Security Division, Department of Justice, Washington, D.C. 20530.)

JAPAN TRADE CENTER, NEW YORK #1643

SCHEDULE 1

(Six Months Period Ended December 25, 1970)

1. Shows Held At Japan Trade Center Showroom.

<u>DATE</u>	<u>NAME OF SHOW</u>
September	Japan Gas Lighter Show
October	Scarf Show
November	Japan Sporting Goods Show

2. Show Held Outside Japan Trade Center Showroom.

August	Erie County Fair
October	ISA Show (in Philadelphia)
October	NOPA Show (in New York)

The purpose of these shows were to promote sales of Japanese Exports in the United States markets.

JAPAN TRADE CENTER, NEW YORK # 1643

SCHEDULE II

FINANCIAL REPORT - FOREIGN REGISTRATION

Detail of Remittance by Month from July to December, 1970

DETAILS: REMITTANCE FROM JETRO TOKYO

JULY	\$ 67,945.31
AUGUST	\$ 62,155.63
SEPTEMBER	\$ 92,042.14
OCTOBER	\$ 5,903.84
NOVEMBER	\$ 46,879.22
DECEMBER	\$ 85,500.83

Total: \$ 360,426.97

Schedule IIIDetails of Payment by
(June 26 to December 2)

<u>ITEM</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>
<u>Building Rent</u>	\$9,619.84	\$9,619.84	\$9,619.84	\$9,619.84	\$11,493.77
<u>Salaries & Taxes</u>					
Staff Members	24,910.00	26,565.76	25,940.32	25,580.32	26,364.77
Local Employees	7,284.11	6,717.06	6,923.89	7,905.56	7,207.00
<u>Lawyer's Fee</u>	1,800.00		1,800.00	900.00	
<u>Show Expenses</u>	1,367.27	2,250.71	304.85	2,260.13	4,027.94
<u>Public Relations</u>					
Ruder & Finn, Inc.	4,800.00	8,399.05	13,638.75	6,800.00	11,732.11
Others	1,369.96	862.12	916.84	308.64	274.96
<u>Conference, Meetings</u>	1,583.96	986.23	2,583.36	1,021.98	2,198.11
<u>Postage, Telex, Telephone</u>	3,181.78	2,989.71	1,977.20	764.27	3,294.22
<u>Marketing Research</u>	33,250.00	6,000.00	13,250.00	44,100.00	4,500.00
<u>Sample Collection</u>	-	-	250.00	-	250.74
<u>Others</u>	4,111.52	4,026.29	4,998.91	3,820.02	3,155.93
<u>Total</u>	93,278.44	68,416.77	82,203.96	103,080.76	74,499.21

<u>DECEMBER</u>	<u>TOTAL</u>	
\$9,619.84	\$59,592.96	
38,292.76	167,653.23	Fourteen Staff Members
11,795.07	47,832.85	Thirteen Local Employees
1,800.00	6,300.00	Refer to Attached Sheet "A"
983.97	11,194.87	Gas Lighter Show, Erie County Fair, Sporting Goods Show
5,800.00	51,169.92	Refer to Attached Sheet "B"
947.22	4,679.74	Refer to Attached Sheet "C"
1,138.43	9,512.15	
1,963.34	14,170.72	
20,375.00	121,475.00	Refer to Attached Sheet "D"
38.55	539.25	
4,253.36	24,366.05	Refer to Attached Sheet "E"
97,007.54	518,486.74	

JAPAN TRADE CENTER #1643

SCHEDULE III "A"

LAWYER'S FEE

PAYEE: WHITMAN & RANSOM
522 Fifth Avenue
New York, N.Y. 10036

JULY	For May & June '70	\$ 1,800.00
SEPTEMBER	For July & August '70	1,800.00
OCTOBER	For September '70	900.00
DECEMBER	For October & November '70	1,800.00

Total: \$6,300.00

JAPAN TRADE CENTER # 1643

SCHEDULE III "B"

PUBLIC RELATIONS EXPENSES

PAYEE: RUDER & FINN, INC.
110 East 59th Street
New York, N.Y. 10022

July	PR Counseling Services for July '70	\$ 4,800.00
August	PR Counseling Services for August '70	\$ 4,800.00
	PR Expenses	<u>3,599.05</u>
	Total:	\$ 8,399.05
September	PR Counseling Services for September '70	\$ 4,800.00
	PR Expenses	<u>8,838.75</u>
	Total:	\$ 13,638.75
October	PR Counseling Services for October '70	\$ 4,800.00
	PR Expenses	<u>2,000.00</u>
	Total:	\$ 6,800.00
November	PR Counseling Services for November '70	\$ 4,800.00
	PR Expenses	<u>6,932.12</u>
	Total:	\$ 11,732.12
December	PR Counseling Services for December '70	\$ 4,800.00
	PR Expenses	<u>1,000.00</u>
	Total:	\$ 5,800.00
	Grand Total:	\$ 51,169.92

JAPAN TRADE CENTER # 1643

SCHEDULE III "C"

PUBLIC RELATIONS EXPENSES

PAYEE: Others (Except RUDER & FINN, INC.)

<u>ITEM</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>
Meetings		33.38	510.43		13.00	190.12
Subscriptions	30.00		30.00	135.95	100.00	370.00
Office Supples	583.31	35.15	304.41	172.69	161.96	59.25
Business Trips		793.59	72.00			
Showing of PR Films	756.65					327.85
Total:	<u>\$1,369.96</u>	<u>\$ 862.12</u>	<u>\$ 916.84</u>	<u>\$ 308.64</u>	<u>\$ 274.96</u>	<u>\$ 947.22</u>

JAPAN TRADE CENTER #1643

Schedule III-D

MARKETING RESEARCH FEE

<u>Month</u>	<u>Payee</u>	<u>Content</u>	<u>Amount</u>	
July	Foster D. Snell, Inc.	Titanium Dioxide	\$1,000	
	Industrecon Associates Inc.	Elec. Price Computing Scales	2,500	
	Storm Marketing Research	Sunglasses & Eyeglasses Lenses	2,000	
	IRM (USA), Inc.	Metallic Watch Bracelet	500	
	"	Ceramic Tile	4,000	
	"	Jap. Camera Study on Repair Service	750	
	"	Lighting Fixture	500	
	"	Market Structure Study	2,500	
	America & Foreign Market Research, Inc.	Flavors & Fragrance	3,000	
	H. William Tanaka	Research Services from April '70 to Sept. '70	6,000	
	Masaoka-Ishikawa & Associates, Inc.	Informational Research Services from Apr. '70 to Sept. '70	7,500	
	Peobody, Rivlin, Kelly Cladouhos & Lambert	Research Services from July '70 to Sept. '70	3,000	
		Total	<u>\$33,250</u> <u>=====</u>	
	August	Storm Marketing Research	Vacuum Containers	500
		"	Antimony & White Metal	500
Murray, Scheuer & Partners, Ltd.		Soybean	4,000	
American & Foreign Market Research, Inc.		Sanitary Ware	1,000	
		Total	<u>\$6,000</u> <u>=====</u>	
September	Storm Marketing Research	Dial Thermometers	2,500	
	The Diebold Group, Inc.	U.S. System Market	6,500	

<u>Month</u>	<u>Payee</u>	<u>Content</u>	<u>Amount</u>
September	Murray, Scheuer & Partners, Ltd.	Shoe	750
	Donald Lerch & Co., Inc.	U.S.-Japan Agricultural Trade	1,500
	Int'l Business Consultants	U.S. Investments with Developing Countries	1,250
		European Investments in the U. S.	250
	Hull & Co.	Tungsten & Molybdenum Products	500
		Total	<u>\$13,250</u> <u>=====</u>
October	IRM (USA), Inc.	Chemicals	2,100
	"	Private Telephone	2,750
	"	Rigid Polyvinyl Chloride	2,000
		Corrugated Sheets	
	"	Induction Motor	2,500
	"	Switches, Relays & Choppers	2,500
	"	Baseball Glove	2,000
	"	Mandarine Orange	2,000
	Storm Marketing Research	Vacuum Container	500
	"	Textile Cost	2,500
	"	Sunglass & Eyeglass Lens	2,000
	"	Aluminum	2,500
	Industrecon Associates, Inc.	Carbon Composition	1,000
	"	Fixed Registers	
	"	Permanent Magnets	500
	Bell & Stanton Inc.	Research Services from Sept. '70 to Mar. '71	7,000
	Marketing World, Ltd.	Hybrid Integrated Circuit	1,750
	Nomura Research Institute of Technology & Economics	Financial Facilities	2,500
		Glass Container	1,000
		Furniture	1,000
	Tanaka & Walders	Research Services from Oct. '70 to Mar. '71	6,000
		Total	<u>\$44,100</u> <u>=====</u>

<u>Month</u>	<u>Payee</u>	<u>Content</u>	<u>Amount</u>
November	Hull & Co.	Tungsten & Molybdenum Products	500
	American & Foreign Market Research, Inc.	Plumbing Fixtures & Fittings	1,000
	"	Flavors & Fragrances	3,000
		Total	<u>\$4,500</u> <u>=====</u>
December	IRM (USA), Inc.	Condensor	500
	"	Valve	500
	"	Folic Acid	750
	"	Metallic Watch Bracelets	500
	"	Telephone Sets & Components	2,500
	"	Writing Instruments, Abacuses & Staplers	2,500
	Storm Marketing Research	Restaurant	3,500
	"	Dial Thermometers	2,500
	Technomic Research Associates	Glass Fiber & Asbestos	3,500
	Lester B. Knight & Associates	Prefabricated Housing	3,625
		Total	<u>\$20,375</u> <u>=====</u>
		GRAND TOTAL	<u>\$121,475</u> <u>=====</u>

JAPAN TRADE CENTER # 1643

SCHEDULE III "E"

ITEMIZED LIST OF OTHER EXPENSES

<u>ITEM</u>	<u>JULY</u>	<u>AUGUST</u>	<u>SEPTEMBER</u>	<u>OCTOBER</u>	<u>NOVEMBER</u>	<u>DECEMBER</u>	<u>TOTAL</u>
Stationery & Office Supplies	\$1,195.93	\$ 807.32	\$ 1,683.98	\$ 1,943.53	\$ 1,111.78	\$ 1,531.33	\$ 8278.87
Subscription	1,000.48	738.52	2,098.43	1,130.79	1,397.24	1,287.77	7,653.23
Business Trips	1,828.61	2,219.48	1,202.08	676.94	646.93	1,353.31	7,927.35
Transportation	86.50	260.97	14.42	68.76	---	80.95	511.60
Total:	<u>\$ 4,111.52</u>	<u>\$ 4,026.29</u>	<u>\$ 4,998.91</u>	<u>\$ 3,820.02</u>	<u>\$ 3,155.95</u>	<u>\$ 4,253.36</u>	<u>\$ 24,366.05</u>